

**Capistrano Unified School District  
Historical Budget Cuts**

2006-2007 & 2007-2008	\$ 10,500,000
2008-2009	\$ 20,500,000

2009-2010 (April 2009)	\$ 25,600,000	
2009-2010 (September 2009)	<u>\$ 7,800,000</u>	
		\$ 33,400,000

Fiscal Year 2010-2011 Reductions

Program Reductions (5-11-10)	\$ 5,500,000	
Eliminated Positions (6-29-10)	\$ 2,465,000	
Salary Consesions		
CUEA	\$ 19,700,000	
Teamsters	\$ 490,000	
CSEA	\$ 5,334,000	
CUMA	\$ 1,470,000	
Salary Restorations - All Groups	<u>\$ (8,250,000)</u>	
		\$ 26,709,000
Cumulative Total 2006-2007 through 2010-2011		<u>\$ 91,109,000</u>
2011-2012 Projected Reductions		\$ 6,900,000
Total Reductions		<u>\$ 98,009,000</u>

**Budget Reductions - June 29, 2010**

<i>Budget Reduction Recommendations</i>					
	Area	Item	Description	Amount	Subtotal
<b>Positions in Classified Layoff Resolution</b>					
1	Ed. Services	Eliminate 3.5 FTE Academic Advisors	Eliminate 3.5 FTE at Middle Schools and High Schools	237,000	
2	Business	Eliminate 1.0 FTE Account Clerk III	Eliminate one (1) Account Clerk III position in budget department	75,000	
3	Business	Eliminate 1.0 Glazier	Eliminate Glazier - Maintenance Department	93,000	
4	Business	Eliminate 1.0 Equipment Operator	Eliminate Grounds Equipment Operator - Maintenance Department	70,000	
5	Business	Eliminate 1.0 Heavy Equipment Operator	Eliminate Heavy Equipment Operator - Maintenance Department	84,000	
6	Ed. Services	Eliminate 8.44 FTE Campus Supervisors	Eliminate 8.44 FTE at High Schools	403,000	
7	Ed. Services	Eliminate 1.0 FTE Intermediate Office	Eliminate IOA Position funded through MAA (Medi-Cal)	55,000	
8	Ed. Services	Eliminate 2.0 FTE School Secretary II's	Eliminate 2.0 FTE School Secretary II's at High Schools	118,000	
	Subtotal				1,135,000
<b>Other Positions Not Requiring Layoffs</b>					
11	Ed. Services	Eliminate 6.0 FTE Resident Substitutes	Eliminate 6.0 FTE Resident Substitutes at High Schools	400,000	
12	Ed. Services	Eliminate 6.5 FTE H.S. Counselors	Reduce H.S. Counselors from 2.0 FTE to 1.0 FTE (0.5 FTE @ Serra)	533,000	
13	Ed. Services	Eliminate 1.0 FTE Staff Secretary	Open Position due to Retirement?	74,000	
14	Business	Eliminate 3.0 FTE Custodian I	Custodian I - 3.0 FTE Open Positions	192,000	
15	Business	Eliminate 0.5 FTE Buyer	Open Position due to Retirement	40,000	
16	Business	Eliminate 1.0 FTE Excecutive Secretary	Open Position due to Retirement	91,000	
	Subtotal				1,330,000
	Total				2,465,000

**Budget Reductions - May 11, 2010**

<b>Business</b>							
	<b>Area</b>	<b>Item</b>	<b>Description</b>	<b>One Time</b>	<b>Expenditure Decrease</b>	<b>Revenue Increase</b>	<b>Total</b>
1	Business	Election Cost	Election cost currently budgeted in 09-10 - there is no election this year.	Y	200,000		200,000
2	Business	Golden Handshake	Charge out golden handshake payments from prior years to funds from which employees retired - i.e. Food Service Fund	Y	450,000		450,000
3	Business	SJHHS Staffing budget	Originally budgeted for a 3000 student high school. Staffing now allocated according to district staffing ratio for their anticipated enrollment		750,000		750,000
4	Business	SJHHS Supply budget	Based on enrollment start-up supply budget can be reduced	Y	250,000		250,000
5	Business	Printing Services	Charge for Printing Services to outside parties, "New Business"			TBD	-
6	Business	Copier Program	Renegotiate current contract/re-evaluate copier usage			100,000	100,000
7	Business	Reduce budget	Reduce budget for supplies and services in Purchasing/Warehouse/Graphic Arts		50,000		50,000
8	Business	Open Position-Purchasing	Position left open due to retirement 12/2010 (6 month savings amount)	Y	40,000		40,000
9	Business	Open Position-Maintenance	Assistant Locksmith		66,450		66,450
10	Business	Locker Repairs	Locker Repairs performed by maintenance staff instead of using an outside service		68,861		68,861
11	Business	Internet Service Provider	Currently budgeted \$7860 per year to AT&T for Internet. Change to Cox save \$3600 annually		3,600		3,600
12	Business	Open positions-TIS	Eliminate 2 vacated Support Specialist Positions		124,000		124,000
13	Business	Bus Pass	Eliminate one way (am or pm) Bus pass			190,000	190,000
14	Business	Bus Pass	Eliminate single semester bus passes, (annual only)			15,000	15,000
15	Business	Bus Pass	Eliminate multi student family discounts			8,000	8,000
16	Business	Bus Pass	Increase replacement fee to \$15.00			5,000	5,000
	<b>Total</b>				\$ 2,002,911	\$ 318,000	\$2,320,911

<b>Personnel/Insurance</b>							
	<b>Area</b>	<b>Item</b>	<b>Description</b>	<b>One Time</b>	<b>Expenditure Decrease</b>	<b>Revenue Increase</b>	<b>Total</b>
1	Personnel	Supplies/Printing	Reduce Purchase of Supplies, Printing Requests		5,000		5,000
2	Personnel	Conferences	Suspend Non-mandatory Conferences		1,500		1,500
3	Personnel	Consulting Services	Suspend Non-mandatory Consulting Services for personnel special project in conjunction with School Services of California		56,000		56,000
4	Personnel	Legal Fees	Reduce Expenditures (negotiations, grievances, arbitration, employee dismissal, etc.) Reduce from \$245,000 to \$195,000		50,000		50,000
5	Personnel	Personnel Assistant	Relieve General Fund Expenditure through fees collected on in-house Live Scan			55,000	55,000
6	Personnel	In-House Fingerprinting	Collect Fees to Cover Department of Justice Billing Costs			30,000	30,000
7	Insurance	Increase Excess WC Insurance	\$50 to \$80K may be attained by increasing excess WC Insurance from SIR of \$750K to \$1 M		50,000		50,000
	<b>Total</b>				\$ 162,500	\$ 85,000	\$ 247,500

Education							
				<u>One</u>	<u>Expenditure</u>	<u>Revenue</u>	
	<u>Area</u>	<u>Item</u>	<u>Description</u>	<u>Time</u>	<u>Decrease</u>	<u>Increase</u>	<u>Total</u>
1	Ed. Services	Sweep ELAP carryover	One time provision enabling CUSD sweep the ending balance of English Language Acquisition Program from 07-08	Y		26,000	26,000
2	Ed. Services	Funding Shift	From Title II to Title 1 and EIA 0.2 Director, Instructional Support and Staff Dev.		31,858		31,858
3	Ed. Services	Reduce IMFRP expenditures	Sweep additional Instructional Materials Fund Realignment Program money. Leaves \$1,640,000 for textbook purchase and repairs.		360,000		360,000
4	Ed. Services	Musical Instruments	Shift funding from General Fund to unrestricted gift account for musical instrument maintenance		10,000		10,000
5	Ed. Services	Eliminate Wilson Web	Research database used by all staff (move additional items into title II)		2,425		2,425
6	Ed. Services	Fee-based Prof. Development	Expand/market to non-CUSD schools/teachers			10,000	10,000
7	Ed. Services	Title II funding	Use Title II funds to do CAHSEE intervention, reading workshop and Credit Recovery freeing up less restricted funds. Funds used to be spent on additional teaching sections at the secondary level.		700,000		700,000
8	Ed. Services	Title II funding	Use carryover funds to support positions in 2010-11 freeing up less restricted funds.	Y	737,500		737,500
9	Ed. Services	Eliminate Summer School	Reduce non-Extended School Year summer programs.; credit recovery funded through alternative means; Drivers Education, Biology and College and Career Planning Class retained		500,000		500,000
10	Ed. Services	Drivers Education	Reduce Driver Education to 2 sections in summer		50,000		50,000
11	Ed. Services	Return 300 students from ACCESS	Assumes \$4,983 revenue per ADA & \$100,000 in teacher/other costs per class of 34.5 ADA)			625,900	625,900
12	Ed. Services	Funding Shift	From School & Library Improvement Block Grant to Fund 11 - 0.1 FTE Interim Assistant Superintendent		15,000		15,000
13	Ed. Services	Adult/Community Education	Athletic camp revenue			TBD	-
14	Ed. Services	20 ADA from CHEP	Assumes \$4,983 revenue per ADA & \$100,000 in teacher/other costs per class of 34.5 ADA)			40,000	40,000
15	Ed. Services	Funding Shift	From School and Library Improvement Block Grant (Tier III) to Child Development Fund 0.1 FTE Executive Director, Elementary Support		15,664		15,664
16	Ed. Services	Pause Exec. Director I	Currently unfilled		133,456		133,456
17	Ed. Services	Funding Shift	From School & Library Improvement Block Grant to Title 1 0.1 Executive Director, Assessment and Evaluation		15,656		15,656
18	Ed. Services	Funding Shift	From Title II to Title 1/ EIA 0.1 Director, Inst. Support/Staff Dev.		15,929		15,929
19	Ed. Services	15 ADA Interdistrict transfer	Reevaluate interdistrict permit policy (assumes \$4,983 revenue per ADA & \$100,000 in teacher/other costs per class of 34.5 ADA)			TBD	-
20	Ed. Services	25 ADA from Suspended expulsions	Recapture 25 students from suspended expulsions (assumes \$4,983 Revenue per ADA & \$100,000 in teacher/other costs per class of 34.5 ADA)			52,575	52,575
							-
	Total				\$ 2,587,488	\$ 754,475	\$3,341,963
						Grand Total All Divisions	5,910,374

## Capistrano Unified School District - Budget Cuts

### September 2009

Spending Freeze/additional Cat Flex (2008-2009)	\$3,000,000	
TRAN Premium	\$ 450,000	
Fund Transfer - Adult Ed.	\$1,700,000	
Fund Transfer - Deferred Maintenance	\$2,100,000	
Miscellaneous Adjustments	\$ 460,000	
Undesignated Unallocated Reserve Balance (2008-2009)	\$ 600,000	
Total 2008/09		\$8,310,000
ROP Offest		\$ 500,000
Revised Total		<u>\$7,810,000</u>

**Budget Adjustments/Reductions - Fiscal Year 2009/10 (April 13, 2009)**

Subdivision	Area	Description	FTE*	Expenditure Reductions	Revenue Increase (Decrease)	Total
<b>GENERAL</b>						
<b>REVENUE</b>						
1 Business	Projected State Funding Shortfall	CUSD pro-rata share of revised state revenue shortfall	0.0	0	(800,000)	(800,000)
2 Business	Federal Stimulus Money	American Recovery and Reinvestment ACT	0.0	0	0	0
3 Business	Use of Facilities	Charge non-profit rate for summer athletic camps.	0.0	0	50,000	50,000
4 Business	Enrollment Growth	135 students @ \$5,580.39; adjust to 96% ADA Rate	0.0	0	725,000	725,000
Subtotal Revenue			0.0	0	(25,000)	(25,000)
<b>EXPENSE</b>						
5 Elem/Sec.	Class Size 4-12	Increase class size in grades 4-12 by only 0.5, staffing based on 2nd month enrollment.	(18.5)	1,400,000	0	1,400,000
6 Elementary	K-3 Class Size Reduction - 30% penalty	Grades 1-3 - Class size increased as follows: 67 classes @ 25:1 and balance at 31.5:1. Calculation: 202*\$76,000=\$15,352,000- (\$1,071*335 students over 20 per class in 25:1 classes)- (\$1,071*3,554 students over 20 per class in 31.5:1 classes)-(\$321 penalty *7,504 students) = \$8,778,097	(202.0)	8,700,000	0	8,700,000
7 Elementary	K-5 Assistant Principals	Reduction of 9 of AP's at K-5 schools, support provided by ETAPs. Assistant Principals split their time between elementary sites.	(9.0)	1,000,000	0	1,000,000
8 Secondary	Middle School Assistant Principals	Reduction of 2 of AP's at middle schools	(2.0)	243,000	0	243,000
9 Education	Additional Teachers for Enrollment Growth	Class size 30:1 @ \$76K average teacher cost = FTE. Additional teachers required for the additional projected enrollment of students.	4.4	(331,000)	0	(331,000)
Subtotal Expenses			(227.1)	11,012,000	0	11,012,000
<b>BUSINESS &amp; SUPPORT SERVICES</b>						
1 Business	Efficiency/Streamlining	Staffing reductions	(11.0)	866,500	0	866,500
2 Business	Open Positions/Vacancies	Open positions remain unfilled	(2.0)	172,000	0	172,000
3 Maintenance	Deferred Maintenance Program - Fund 14	Capture State Contribution through 2012-13. Deferred Maintenance is used for major maintenance of buildings such as paving, electrical, HVAC, painting, roofing.	0.0	0	1,200,000	1,200,000
4 Transportation	Transportation	Decrease frequency of bus inspections from every 30 days to 45 days (meets requirement).	0.0	50,000	0	50,000
Subtotal Expenses			(13.0)	1,088,500	1,200,000	2,288,500

<b>EDUCATION</b>						
1 Education	Efficiency/Streamlining	Staffing reductions	(3.0)	445,000	0	445,000
2 Education	Open Positions/Vacancies	Open positions remain unfilled	(1.0)	155,000	0	155,000
<b>2009/10-2012/13 Categorical Flexibility</b>						
3 Education	Alternative Certification Intern	Provides support and instruction for teacher credential candidates to prepare them to receive their credential. Leaves balance of \$20K for intern support.	(0.1)	50,000	0	50,000
4 Education	Arts, Music Block Grant	Pays for SJHHS theater manager, buys & repairs instruments, pays for additional teaching sections @ HS/MS and a baseline level of music to primary students. Leaves balance of \$98K for theater operational costs. (Includes 1.0 FTE TOSA)	(8.2)	600,000	0	600,000
5 Education	BTSA - Teacher Credentialing Block Grant	Used to provide support and mentoring for beginning teachers. Leaves balance of \$69K for year 2 participants to complete their credential. (2.9 FTE TOSA BTSA positions are being eliminated, but are included on Personnel & Insurance line #1)	(2.9)	164,000	0	164,000
6 Secondary	CBET	Provides free or subsidized program for English language instruction to adults who pledge to tutor children learning English. Eliminated as part of Adult Ed. Reduction.	(1.4)	143,000	0	143,000
7 Elem/Sec.	GATE	Used to run the Gate/AAA program at the sites. Serves around 6,000 GATE students. Leaves balance of \$76K for student assessment & other costs. (Includes 1.1 FTE TOSA)	(1.1)	250,000	0	250,000
8 Education	IMFRP (Textbook)	Used to buy standards aligned textbooks or basic instructional materials in core curriculum areas. Retains funds for consumables, K-2 & MS intervention, SJHHS, growth, rebinding, etc.	0.0	1,500,000	0	1,500,000
9 Education	Math & Reading Staff Development	Curriculum training for teachers in the areas of Math and Reading. Program on hold, capture balance.	0.0	14,000		14,000
10 Education	PE Teacher Incentive Grant	Supports the hiring of credentialed PE teachers. Program on hold, capture balance.	(0.6)	97,000	0	97,000
11 Education	Peer Assistance and Review	Provides teacher mentoring in subject matter knowledge, teaching strategies and teaching methods. Leaves balance of \$50K for required teacher support.	(1.2)	112,000	0	112,000
12 Education	School/Lib. Improvement Block Grant	Site and district level grant used to fund site personnel and materials. Reduction of site and district funding for supplemental instructional materials and support. Program eliminated. Leaves balance of approx. \$1.1M for district level staffing.	0.0	1,219,000	0	1,219,000
13 Education	Professional Development Block Grant	Primarily pays for teacher additional assignments. Provides staff development opportunities mostly to certificated staff. Eliminate teacher additional assignment pay for professional development. Program eliminated. Leaves balance of \$200K for district level salaries.	(3.0)	1,000,000	0	1,000,000

<b>Programs</b>						
14 Secondary	Counselors	Counsel students on social, emotional and academic issues. Reduce Number of Counselors by 17.4 FTE, leaves 0.5 @ each MS & 2.0 @ each HS.	(17.4)	1,560,000	0	1,560,000
15 Education	New Principal Coaching	Eliminate new principal coaching program.	0.0	20,000	0	20,000
16 Secondary	HS Athletics Co Curricular	Funds coaches stipends for coaching athletics, pays for some equipment plus some busing. Eliminate selected coaching positions in all sports, reduced level of district support.	0.0	420,000	0	420,000
17 Elementary	TLC	Provides mainstreaming and supplemental individualized instruction for targeted students. Eliminates TLC program - 5 teaching positions.	(5.0)	380,000	0	380,000
18 Secondary	Adult Education	Provides free adult education classes that are also utilized by students. Reduce program offerings - maintains core programs (GED, Credit Recovery, etc.)	**	0	647,000	647,000
19 Secondary	Adult Education - Community Ed	Provides fee based education classes to the community. No cuts planned, increased community fee based contribution to general fund.	**	0	210,000	210,000
20 Secondary	Adult Education	The adult education fund currently has \$2,000,000 in reserves. Use reserves to fund ongoing adult ed costs.	0.0	0	40,000	40,000
				0	0	0
	Subtotal Expenses		(44.9)	8,129,000	897,000	9,026,000
	<b>PERSONNEL &amp; INSURANCE</b>					
1 Personnel	Efficiency/Streamlining	Staffing reductions (Includes 2.9 FTE TOSA funded through BTSA)	(4.4)	528,000	0	528,000
2 Personnel	Open Positions/Vacancies	Open positions remain unfilled	0.0	0	0	0
	Subtotal Expenses		(4.4)	528,000	0	528,000



<b>BUDGET SUBCOMMITTEE RECOMMENDATIONS/ADJUSTMENTS</b>						
<b>EXPENSE</b>						
1 Education	Eliminate Handwriting without Tears.	K-5 Handwriting curriculum. Staff will continue to deliver handwriting instruction but without purchasing the program/materials.		102,000		102,000
2 Special Ed.	Eliminate Open Positions/Vacancies	Open positions remain unfilled	(1.5)	114,000	0	114,000
3 Communications	Elimination of awards, place publications on-line.	Employee Awards, Move from printed to on-line publications		100,000	0	100,000
4 CAT Flex	Eliminate supplemental hourly programs, reduce summer school offerings.	Capture after school hourly program \$\$, no after school programs offered through general fund. (Was \$1M, increased based on completion of summer school budget).		1,275,000	0	1,275,000
5 CAT Flex	Capture CalSafe Program funding	Capture ongoing CalSafe program money through CAT flexibility, use carry over balance and alternative funding source to maintain program.		196,000	0	196,000
6 Support	Eliminate District support of Connect Ed	No general fund support, site to fund locally		130,000	0	130,000
7 Sites	Reduce resident substitutes.	Reduce resident substitutes from 10.8 FTE to 4.6FTE		80,000	0	80,000
8 Sites	Reduce Classified substitutes	Reduce budget for classified substitutes by 50% (M&O = \$60K, secondary clerical = \$25K)		85,000	0	85,000
9 Special Ed.	Special Ed transportation savings.	Reduced special ed transportation cost through OCDE due to efficiency.		50,000	0	50,000
10 CUMA	5 Furlough Days	Cost of 5 furlough days for all CUMA members (2009/10)		500,000		500,000
11 General	Community Suggestions	Implement Community Suggestion		TBD		TBD
Subtotal Expenses			(1.5)	2,632,000	0	2,632,000

TOTAL REVENUE	0.0	0	(25,000)	(25,000)
TOTAL EXPENSE	(290.9)	23,389,500	2,097,000	25,486,500
GRAND TOTAL	(290.9)	23,389,500	2,072,000	25,461,500

Summary

Cumulative revenue increase / expense reductions	25,461,500
Reductions to identify	25,000,000
Excess - Carry forward to 2010/11	461,500

\*FTE figures are estimated.

## Capistrano Unified School District - Budget Cuts

### 2006-07 and 2007-08

Reduced District-Level Administrators	\$ 1,633,882	
Reduced District-Level Support Staff	\$ 1,921,643	
Reduced Consulting/Travel/Supply Budgets	\$ 434,611	
Increased Use of Facilities Fees	\$ 120,000	
Fund expenditures from Categorical Programs	\$ 752,390	
Reduced Maintenance and Grounds Staff	\$ 374,178	
Reduced Temporary Teacher Contracts	\$ 200,000	
Reduced Resident Substitutes	\$ 166,623	
College & Career Planning Ctr	\$ 282,650	
Eliminated Resource Teacher Positions	\$ 38,200	
Reduced Site-Level Administrators	\$ 984,301	
Reduced School Site Support Staff	\$ 330,000	
Tighten Teacher Staffing Allocations	\$ 1,430,000	
Reduced Special Ed. Teachers	\$ 520,000	
Reduced Transportation Dept. Staff/Route Change:	\$ 486,000	
Closed Foxborough Elementary	\$ 230,414	
Reduced Legal Fees	\$ 650,000	
Total 2007/08		\$ 10,554,892

### 2008-09

Recapture Insurance Fund Reserves	\$ 2,500,000	
Lease Revenues from Building "C"	\$ 900,000	
Expenditure Shifts	\$ 250,000	
Utilize Categorical Flexibility	\$ 2,900,000	
Reduce Division Operating Costs	\$ 1,400,000	
Reduce Other Instructional Support	\$ 3,291,000	
Minimize Home to School Transportation	\$ 3,400,000	
Reduce M&O Services	\$ 520,000	
Reduce Groundskeeping Services	\$ 1,257,000	
Reduce District-Level Classified Support	\$ 802,500	
Reduce District-Level Administrators	\$ 3,260,000	
Total 2008/09		\$ 20,480,500
Two-year total		\$ 31,035,392